USAJOBS – How to Search

- There are several ways to search for jobs on USAJOBS
- The following slides are only recommendations for searching for vacancies on USAJOBS
- Please take time to review the various search options and use the one you find most beneficial in producing the results that match your criteria

USAJOBS – How to Search

Log into USAJOBS @ www.usajobs.opm.gov
Once you've logged in, click the Advanced/ International Search link

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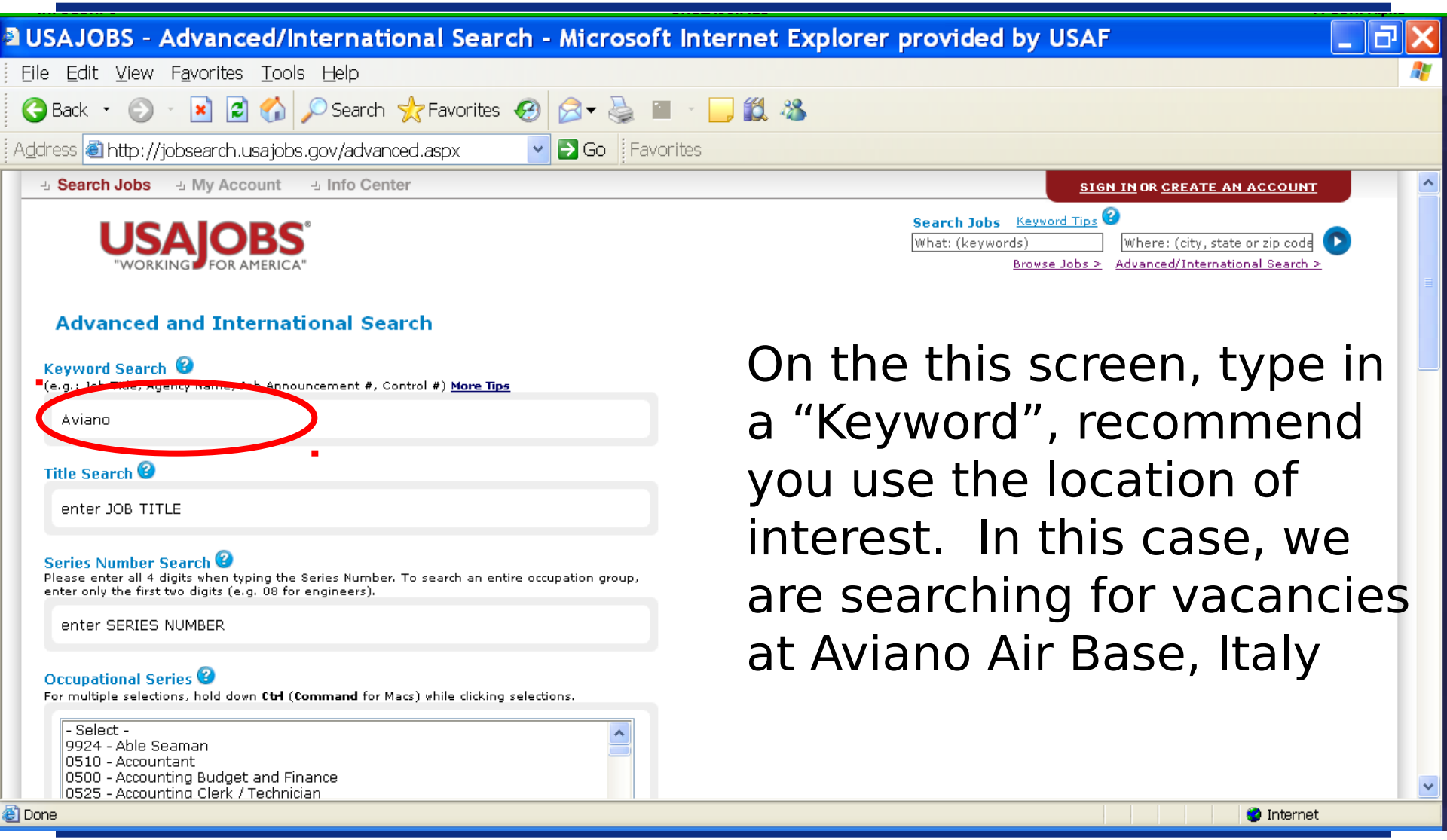
USAJOBS - Advanced/International Search - Microsoft Internet Explorer provided by USAF
File Edit View Favorites Tools Help
Back Search Favorites
Address http://jobsearch.usajobs.gov/advanced.aspx
Go Favorites
Search Jobs My Account Info Center
SIGN IN OR CREATE AN ACCOUNT
USAJOBS "WORKING FOR AMERICA"
Search Jobs Keyword Tips
What: (keywords)
Where: (city, state or zip code
Browse Jobs > Advanced/International Search >
Advanced and International Search
Keyword Search
(e.g.; Job Title, Agency Name, Job Announcement #, Control #) More Tips
Aviano
Title Search
enter JOB TITLE
Series Number Search
Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers).
enter SERIES NUMBER
Occupational Series
For multiple selections, hold down Ctrl (Command for Macs) while clicking selections.
- Select -
9924 - Able Seaman
0510 - Accountant
0500 - Accounting Budget and Finance
0525 - Accounting Clerk / Technician
Done
Internet

On the this screen, type in a “Keyword”, recommend you use the location of interest. In this case, we are searching for vacancies at Aviano Air Base, Italy

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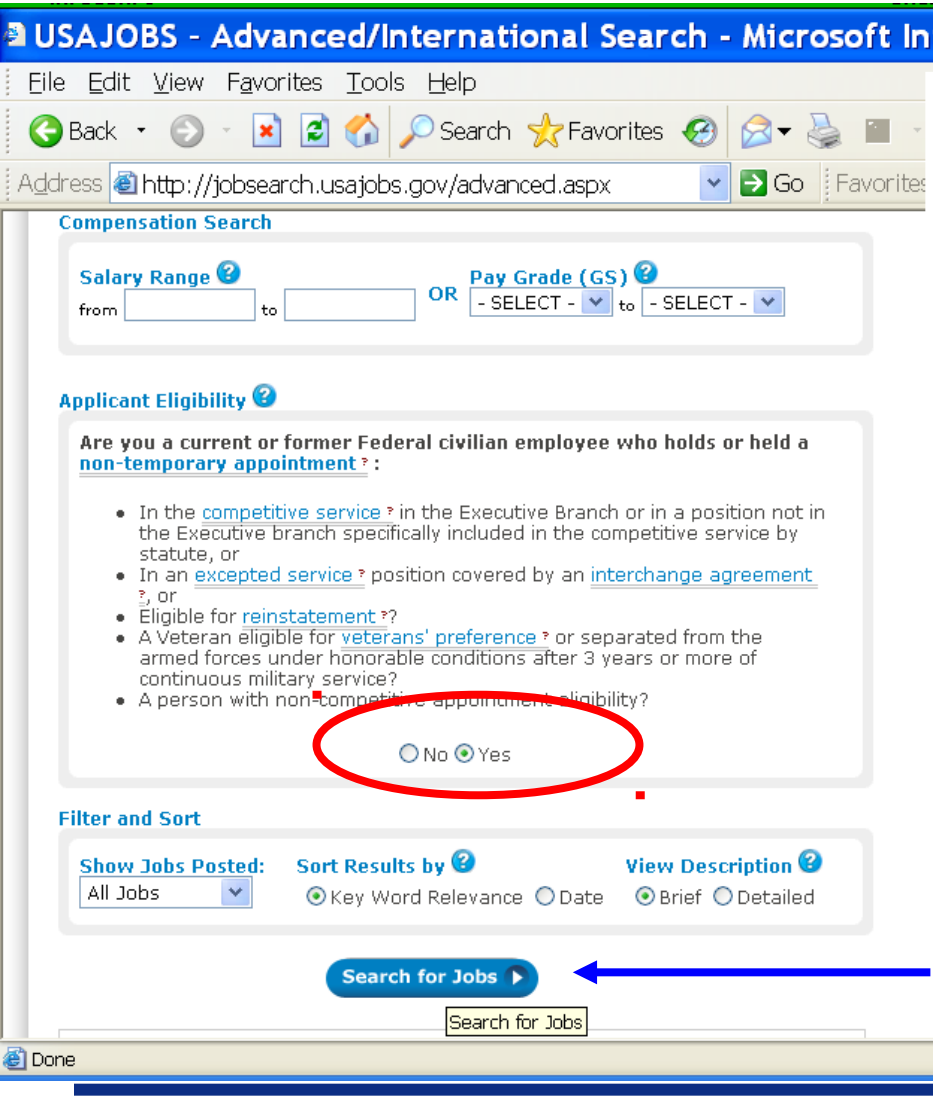
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Address http://jobsearch.usajobs.gov/advanced.aspx
Go
Compensation Search
Salary Range
from to
OR
Pay Grade (GS)
- SELECT - to - SELECT -
Applicant Eligibility
Are you a current or former Federal civilian employee who holds or held a non-temporary appointment?:
In the competitive service in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
In an excepted service position covered by an interchange agreement, or
Eligible for reinstatement?
A Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
A person with non-competitive appointment eligibility?
No Yes
Filter and Sort
Show Jobs Posted:
All Jobs
Sort Results by
Key Word Relevance Date
View Description
Brief Detailed
Search for Jobs
Search for Jobs
Done
Internet

Scroll down to the bottom of the page and in the "Applicant Eligibility" box, click the "Yes" option if you are a "Status" applicant. Status means eligible for appointment as a Veteran, or current/previous federal employee, or some other type of status providing you with an appointment authority. Then click "Search for Jobs".

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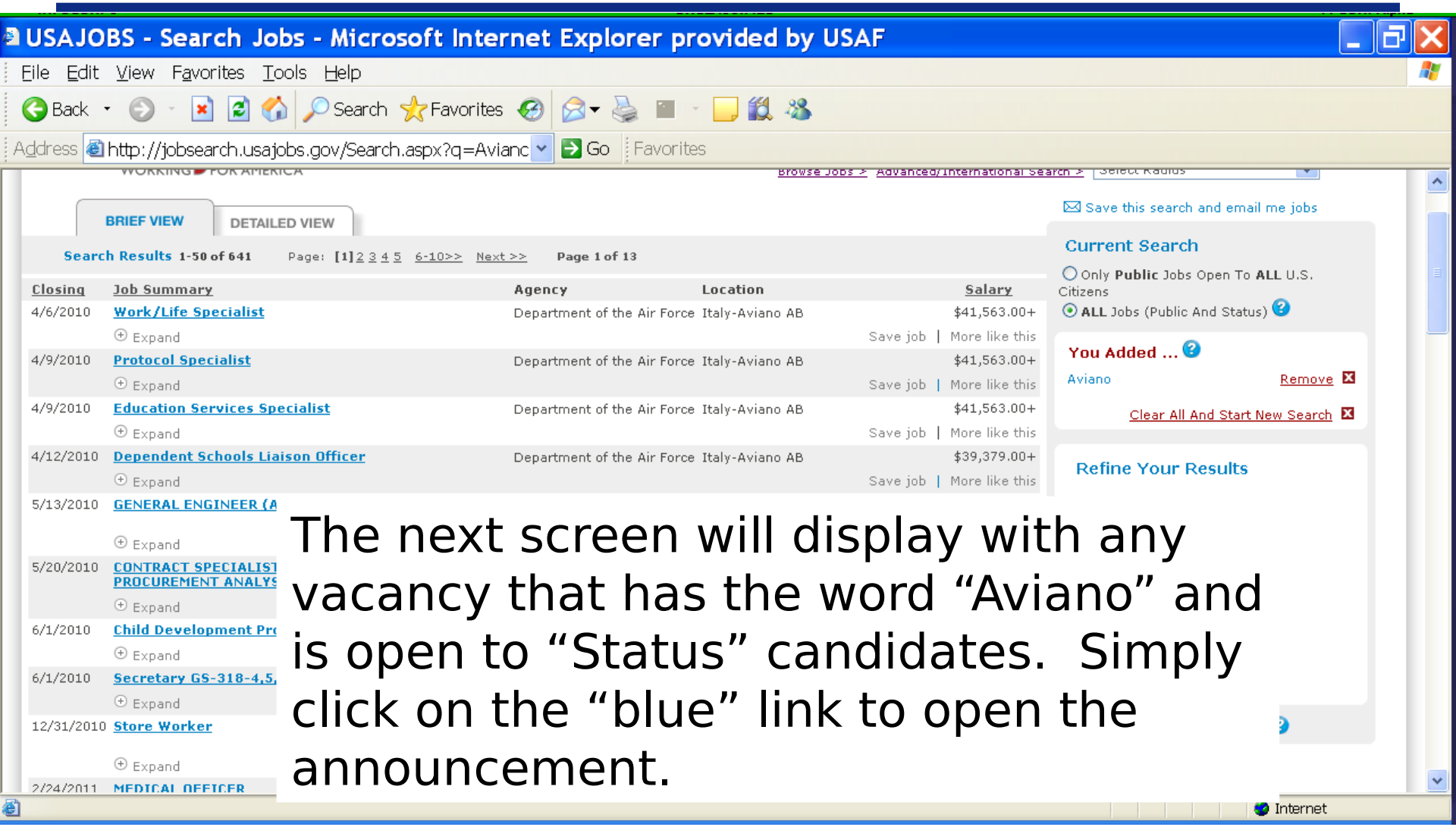
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Back Search Favorites
Address http://jobsearch.usajobs.gov/Search.aspx?q=Avianc
Go Favorites
Browse Jobs > Advanced/International Search >
BRIEF VIEW DETAILED VIEW
Save this search and email me jobs
Search Results 1-50 of 641 Page: [1] 2 3 4 5 6-10>> Next >> Page 1 of 13
Closing Job Summary Agency Location Salary
4/6/2010 Work/Life Specialist Department of the Air Force Italy-Aviano AB $41,563.00+
Expand Save job | More like this
4/9/2010 Protocol Specialist Department of the Air Force Italy-Aviano AB $41,563.00+
Expand Save job | More like this
4/9/2010 Education Services Specialist Department of the Air Force Italy-Aviano AB $41,563.00+
Expand Save job | More like this
4/12/2010 Dependent Schools Liaison Officer Department of the Air Force Italy-Aviano AB $39,379.00+
Expand Save job | More like this
5/13/2010 GENERAL ENGINEER (A
Expand
5/20/2010 CONTRACT SPECIALIST PROCUREMENT ANALYS
Expand
6/1/2010 Child Development Pr
Expand
6/1/2010 Secretary GS-318-4,5,
Expand
12/31/2010 Store Worker
Expand
2/24/2011 MEDICAL OFFICER
Current Search
Only Public Jobs Open To ALL U.S. Citizens
ALL Jobs (Public And Status)
You Added ...
Aviano Remove
Clear All And Start New Search
Refine Your Results
Internet

The next screen will display with any vacancy that has the word “Aviano” and is open to “Status” candidates. Simply click on the “blue” link to open the announcement.

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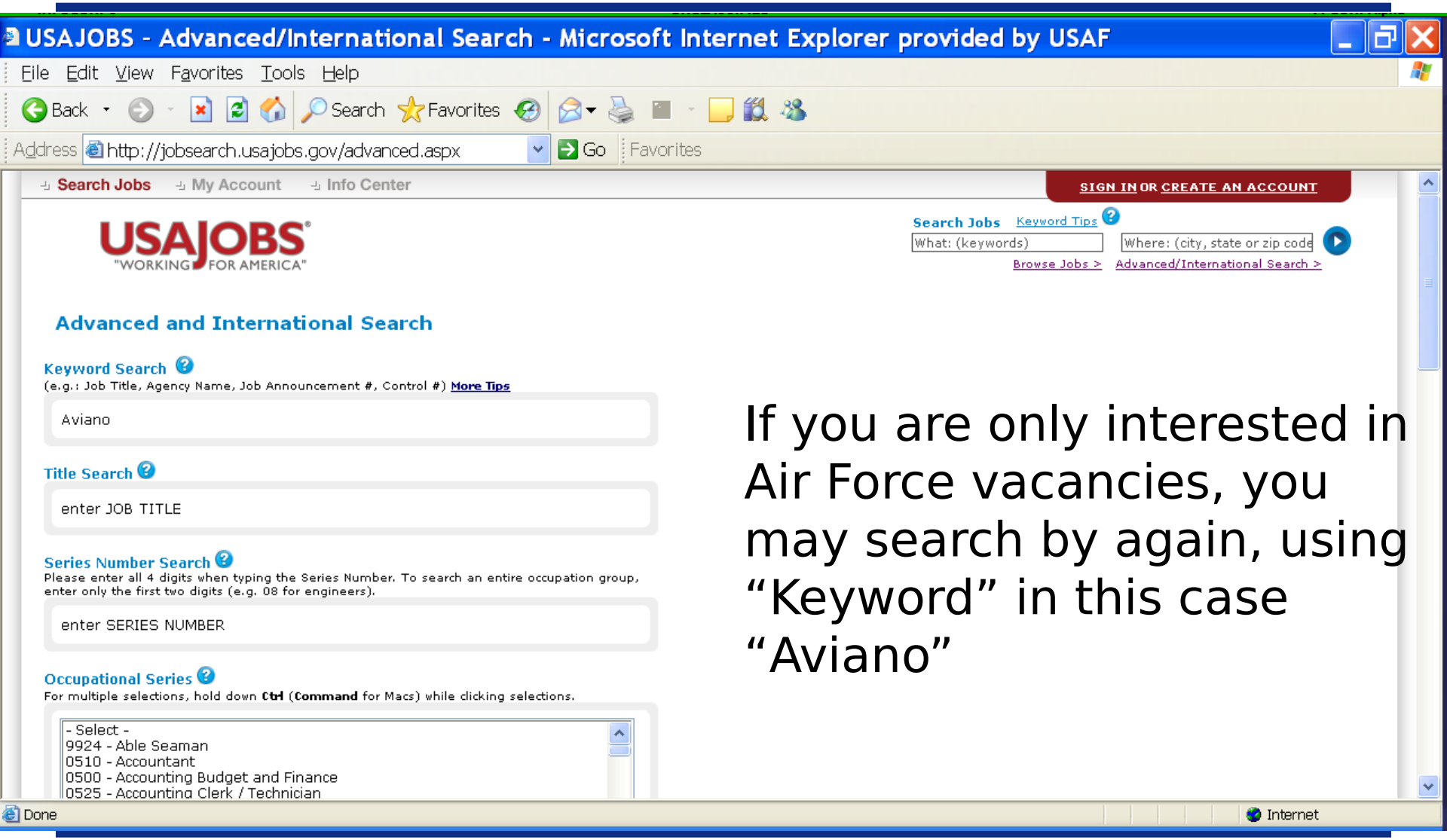
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SIGN IN OR CREATE AN ACCOUNT
USAJOBS "WORKING FOR AMERICA"
Search Jobs Keyword Tips
What: (keywords)
Where: (city, state or zip code
Browse Jobs > Advanced/International Search >
Advanced and International Search
Keyword Search
(e.g.: Job Title, Agency Name, Job Announcement #, Control #) More Tips
Aviano
Title Search
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Series Number Search
Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers).
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Occupational Series
For multiple selections, hold down Ctrl (Command for Macs) while clicking selections.
- Select -
9924 - Able Seaman
0510 - Accountant
0500 - Accounting Budget and Finance
0525 - Accounting Clerk / Technician
Done
Internet

If you are only interested in Air Force vacancies, you may search by again, using "Keyword" in this case "Aviano"

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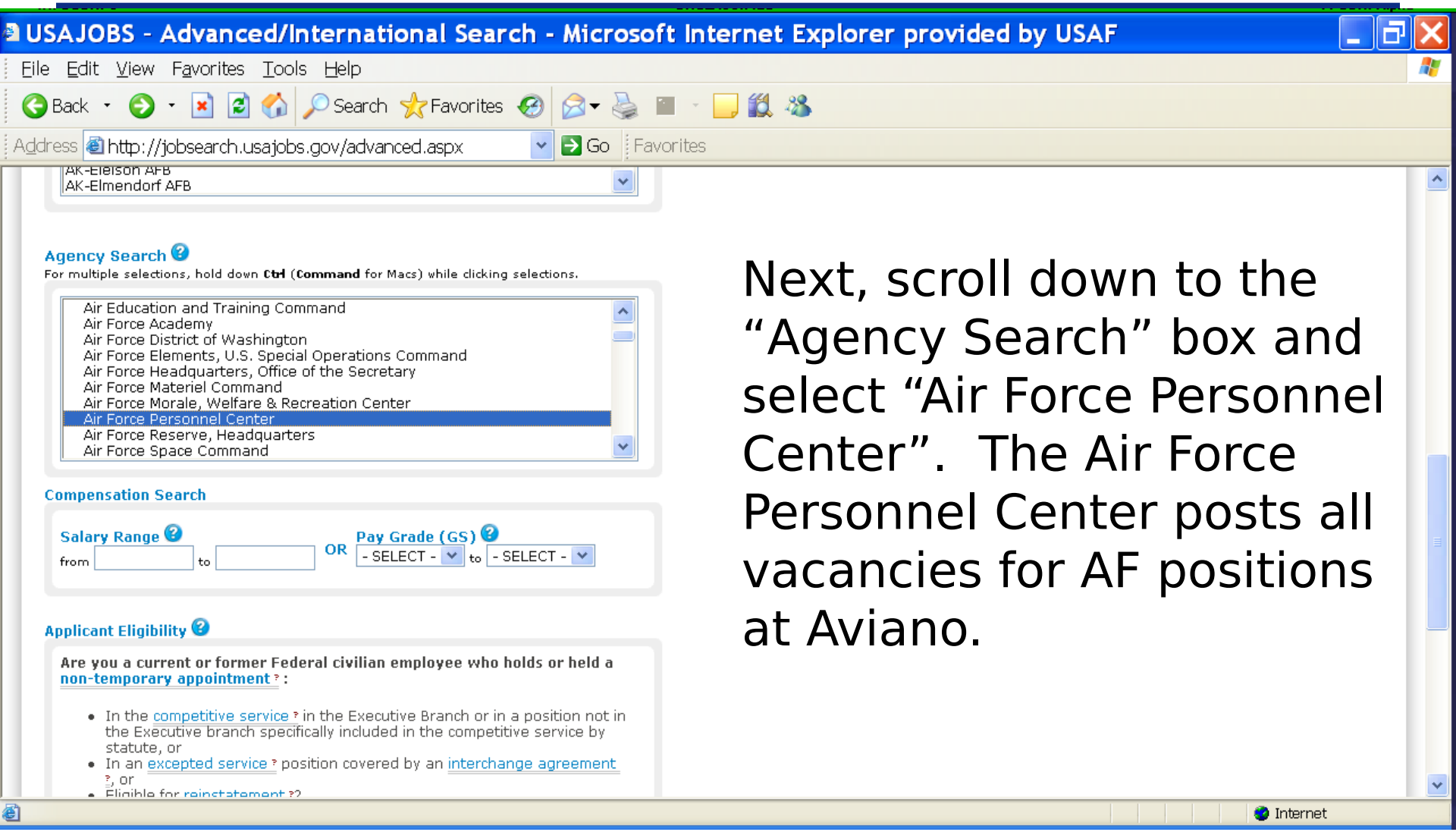
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AK-Elmendorf AFB
Agency Search
For multiple selections, hold down Ctrl (Command for Macs) while clicking selections.
Air Education and Training Command
Air Force Academy
Air Force District of Washington
Air Force Elements, U.S. Special Operations Command
Air Force Headquarters, Office of the Secretary
Air Force Materiel Command
Air Force Morale, Welfare & Recreation Center
Air Force Personnel Center
Air Force Reserve, Headquarters
Air Force Space Command
Compensation Search
Salary Range
from to
OR
Pay Grade (GS)
- SELECT - to - SELECT -
Applicant Eligibility
Are you a current or former Federal civilian employee who holds or held a non-temporary appointment ?:
In the competitive service ? in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
In an excepted service ? position covered by an interchange agreement ?, or
Internet

Next, scroll down to the "Agency Search" box and select "Air Force Personnel Center". The Air Force Personnel Center posts all vacancies for AF positions at Aviano.

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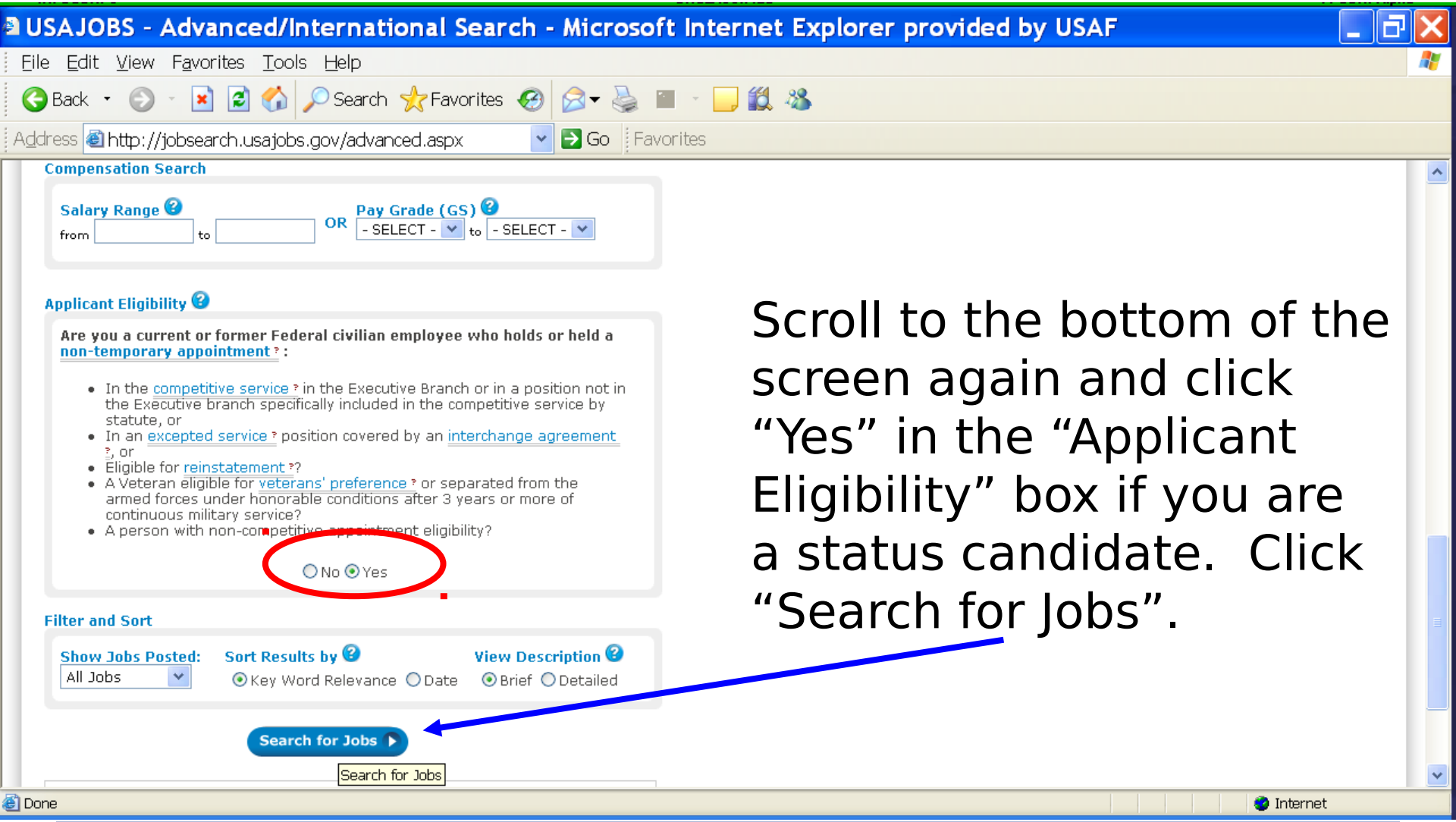
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Salary Range
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OR
Pay Grade (GS)
- SELECT - to - SELECT -
Applicant Eligibility
Are you a current or former Federal civilian employee who holds or held a non-temporary appointment?:
In the competitive service in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
In an excepted service position covered by an interchange agreement, or
Eligible for reinstatement?
A Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
A person with non-competitive appointment eligibility?
No Yes
Filter and Sort
Show Jobs Posted:
All Jobs
Sort Results by
Key Word Relevance Date
View Description
Brief Detailed
Search for Jobs
Search for Jobs
Done
Internet

Scroll to the bottom of the screen again and click "Yes" in the "Applicant Eligibility" box if you are a status candidate. Click "Search for Jobs".

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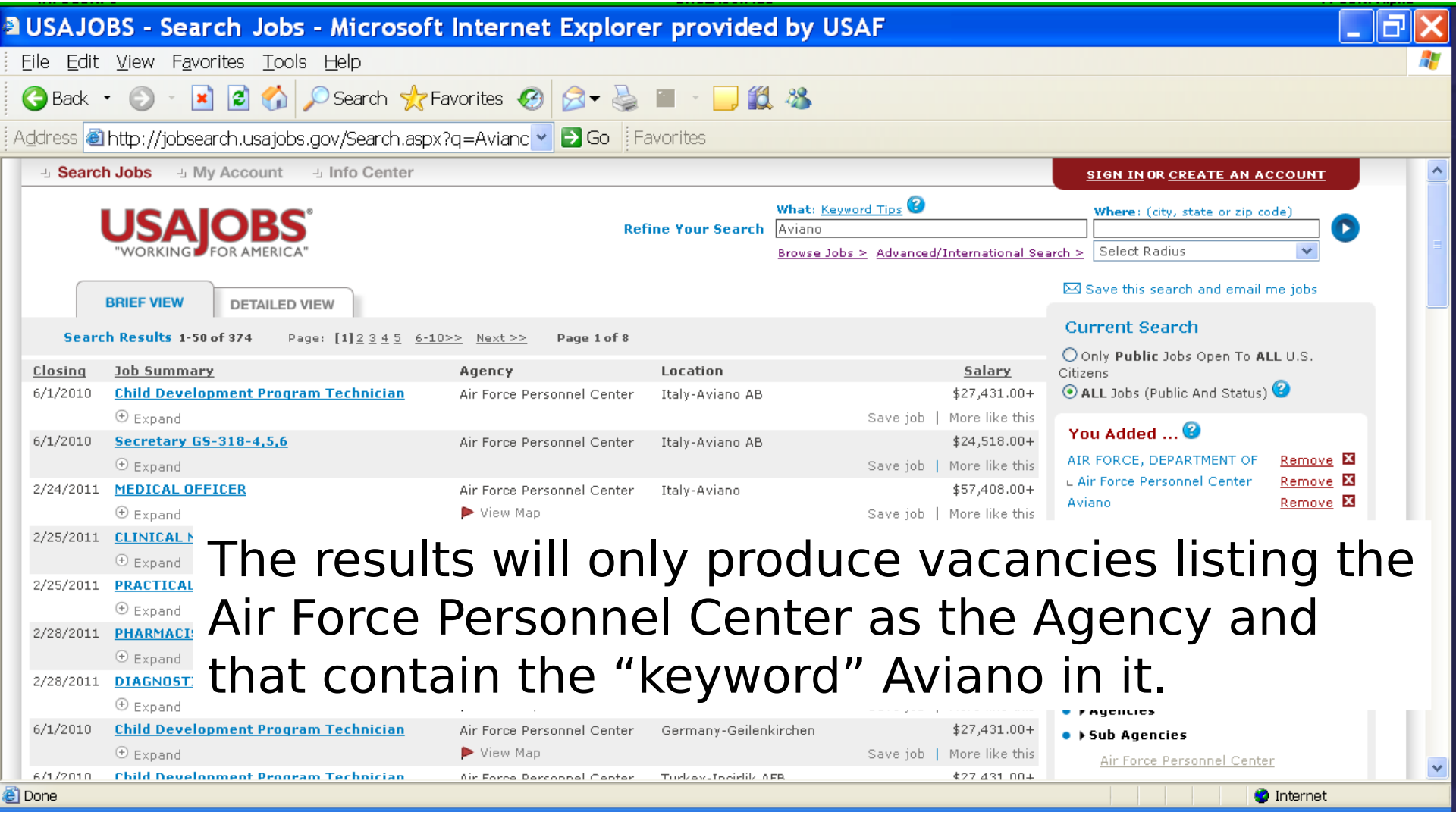
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USAJOBS "WORKING FOR AMERICA"
Refine Your Search
What: Keyword Tips
Aviano
Where: (city, state or zip code)
Browse Jobs > Advanced/International Search >
Select Radius
Save this search and email me jobs
BRIEF VIEW DETAILED VIEW
Search Results 1-50 of 374 Page: [1] 2 3 4 5 6-10>> Next >> Page 1 of 8
Closing Job Summary Agency Location Salary
6/1/2010 Child Development Program Technician Air Force Personnel Center Italy-Aviano AB $27,431.00+
Expand Save job | More like this
6/1/2010 Secretary GS-318-4,5,6 Air Force Personnel Center Italy-Aviano AB $24,518.00+
Expand Save job | More like this
2/24/2011 MEDICAL OFFICER Air Force Personnel Center Italy-Aviano $57,408.00+
Expand View Map Save job | More like this
2/25/2011 CLINICAL
Expand
2/25/2011 PRACTICAL
Expand
2/28/2011 PHARMACI
Expand
2/28/2011 DIAGNOST
Expand
6/1/2010 Child Development Program Technician Air Force Personnel Center Germany-Geilenkirchen $27,431.00+
Expand View Map Save job | More like this
Current Search
Only Public Jobs Open To ALL U.S. Citizens
ALL Jobs (Public And Status)
You Added ...
AIR FORCE, DEPARTMENT OF Remove
Air Force Personnel Center Remove
Aviano Remove
Sub Agencies
Air Force Personnel Center
Done
Internet

The results will only produce vacancies listing the Air Force Personnel Center as the Agency and that contain the "keyword" Aviano in it.

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If you decide to search from the “Home page” you may do so. In the “Keyword” box, type the base or country you are interested in and click “Search Jobs”. Note, do not use the box reflecting “Where: (city, state or zip code)” when searching for a country or base. Use the “Keyword” box.

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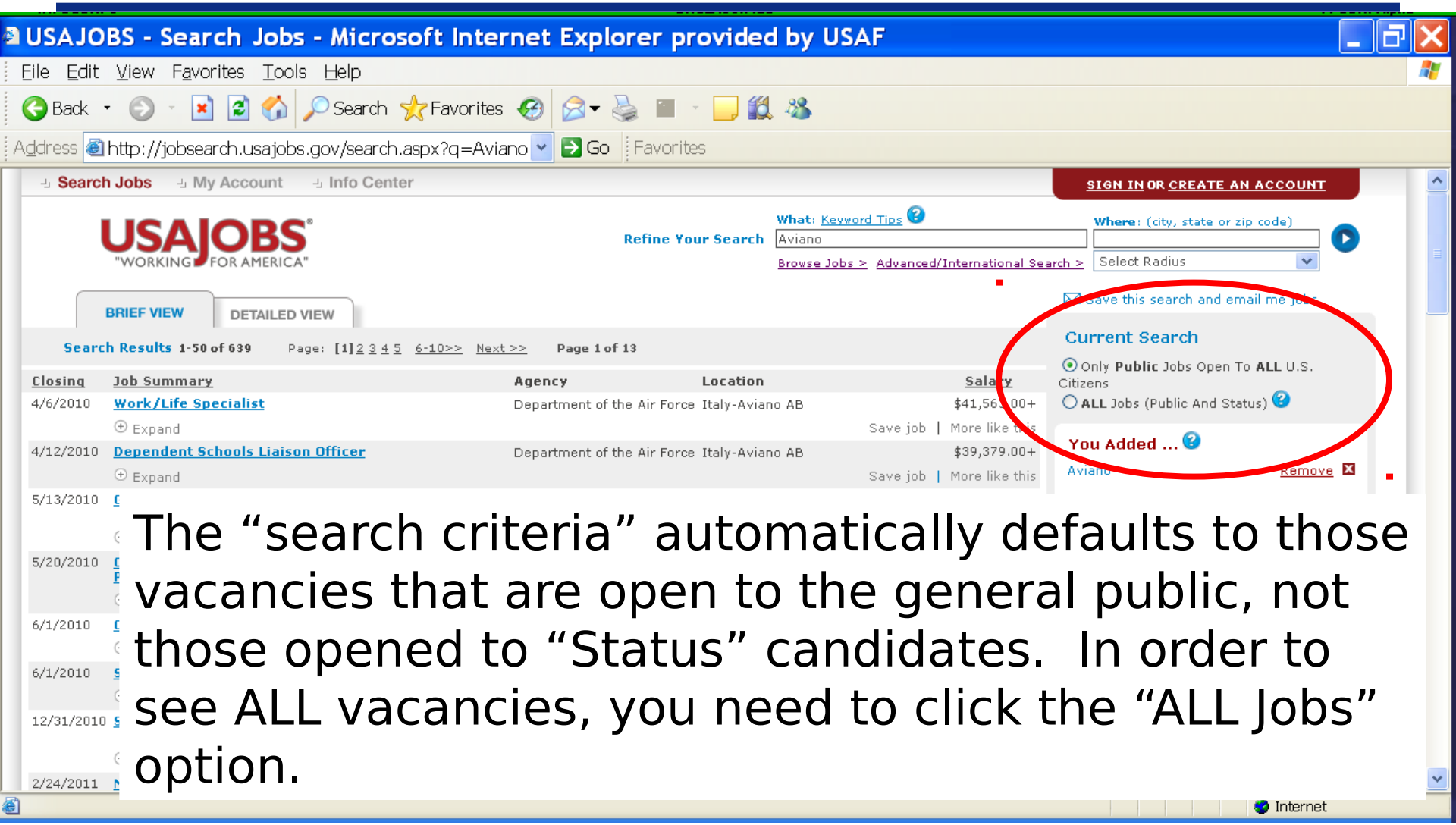

The “search criteria” automatically defaults to those vacancies that are open to the general public, not those opened to “Status” candidates. In order to see ALL vacancies, you need to click the “ALL Jobs” option.

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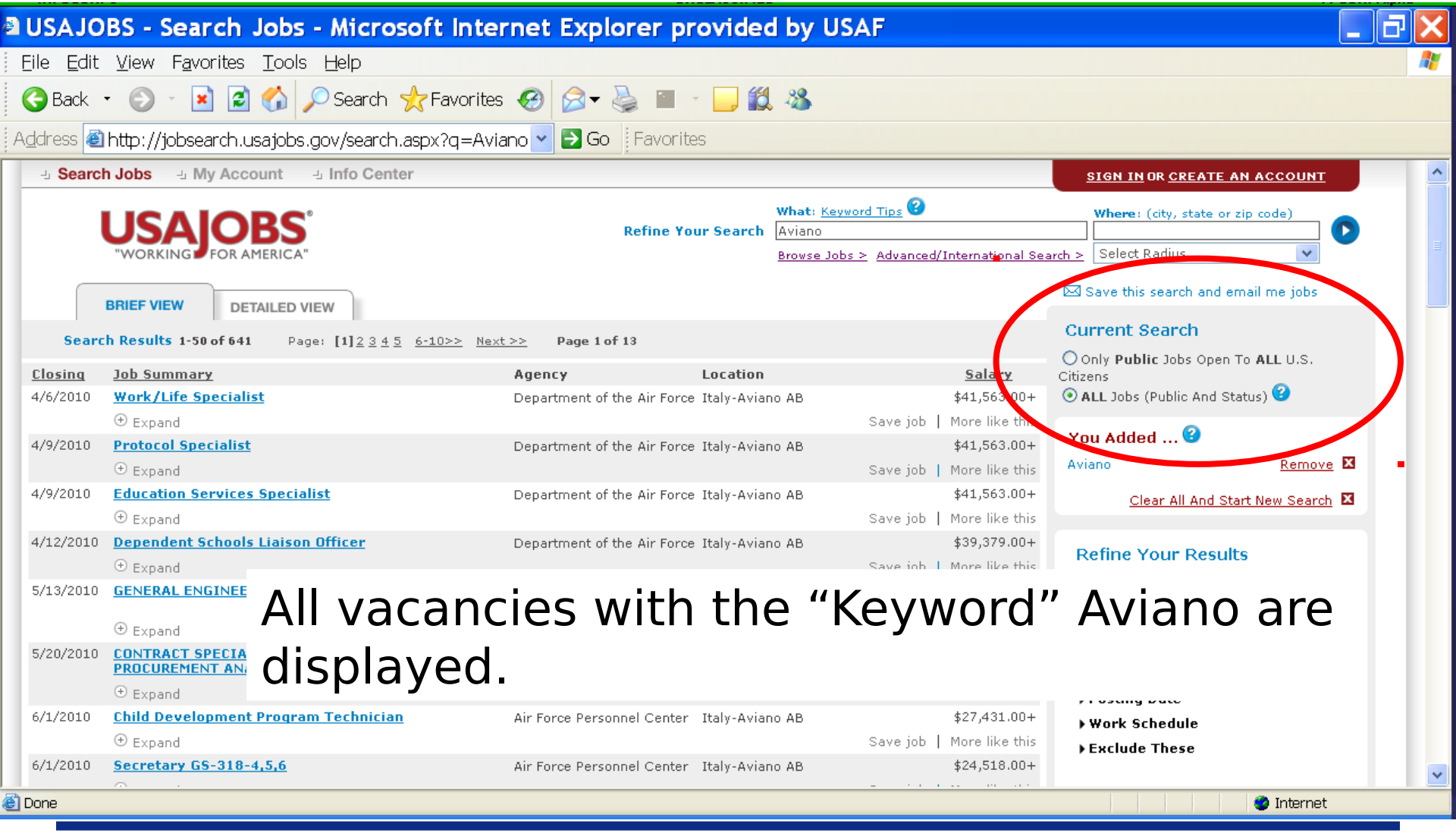
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USAJOBS "WORKING FOR AMERICA"
Refine Your Search
What: Keyword Tips
Aviano
Where: (city, state or zip code)
Select Radius
Browse Jobs > Advanced/International Search >
Save this search and email me jobs
BRIEF VIEW DETAILED VIEW
Search Results 1-50 of 641 Page: [1] 2 3 4 5 6-10>> Next >> Page 1 of 13
Current Search
Only Public Jobs Open To ALL U.S. Citizens
ALL Jobs (Public And Status)
You Added ...
Aviano Remove
Clear All And Start New Search
Refine Your Results
Work Schedule
Exclude These
Closing Job Summary Agency Location Salary
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Expand Save job | More like this
4/9/2010 Protocol Specialist Department of the Air Force Italy-Aviano AB $41,563.00+
Expand Save job | More like this
4/9/2010 Education Services Specialist Department of the Air Force Italy-Aviano AB $41,563.00+
Expand Save job | More like this
4/12/2010 Dependent Schools Liaison Officer Department of the Air Force Italy-Aviano AB $39,379.00+
Expand
5/13/2010 GENERAL ENGINEE
Expand
5/20/2010 CONTRACT SPECIA PROCUREMENT AN
Expand
6/1/2010 Child Development Program Technician Air Force Personnel Center Italy-Aviano AB $27,431.00+
Expand Save job | More like this
6/1/2010 Secretary GS-318-4,5,6 Air Force Personnel Center Italy-Aviano AB $24,518.00+
Done
Internet

All vacancies with the “Keyword” Aviano are displayed.